

RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Vital Records Section.

Agency: Vital Records Section TITEM RECORD NO. SERIES (This Retention Schedule is approved on a space-a 1 81-237 MARRIAGE INDEX - MASTER ANNUAL PRINTOUT The Management Information Services Divisi Department of Health produces this report the Registrar of Vital Statistics. It cons marriage certificate number, name of the R county of issue, and month, day and year of to respond to inquiries on how and where to of original marriage certificate(s). Bound currently date back to 1958. This is a per critical record. 2 81-241 CERTIFICATE OF DEATH, SF 10110 Disclosure of these records may be subject and IC 16-37-3-9(b). This is a permanent a record. 3 81-242 DEATH INDEX This data processing printout is comparable Index, Record Series Number 81-239. The De contains the full name, sex, date of death death, and the Death Certificate number ar Death Certificate is recorded in. Disclosure	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies. MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES
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contains the full name, sex, date of death death, and the Death Certificate number ar	le to the Birth years after the close of the calendar year.
death, and the Death Certificate number an	eath Index TRANSFER original (archival) negative roll
Death Certificate is recorded in. Disclosu	
1 1 1	
records may be subject to IC 16-37-1-10. T	
permanent and critical record.	DESTROY duplicate negative roll on
	termination of the STATE DEPARTMENT OF
	HEALTH and its successor agencies.
4 81-244 INDIANA STATE REPORT OF FETAL DEATH, SF 11	
Also called still births, pursuant to IC 1	
Disclosure of these records may be subject	
and IC 16-37-3-9. Permanent record with the officer, pursuant to IC 16-37-3-9.	the Registrar of Vital Statistics. IRANSFER original (archival) negative roll and hard
officer, pursuant to it io-37-3-9.	copies to the INDIANA ARCHIVES after
	verification of the microfilm for
	completeness and legibility. TRANSFER
	duplicate negative roll to the agency.
	DESTROY duplicate negative roll on
	termination of the STATE DEPARTMENT OF
	HEALTH and its successor agencies.
5 2005-03 PUTATIVE FATHER REGISTRY AFFIDAVIT AND REC	
ATTORNEY	verification of images for completeness and
During an adoption, an attorney will file	
search of the Putative Father Registry, to	
there are any men claiming to be the fathe	
being adopted. A Putative Father Affidavit	
displaying the results of the search; this	1
then used to finalize the adoption.	s Affidavit is the security back-up as every three (3)
	the security back-up as every three (3) years. DELETE computer data on the

6	2005-04	PUTATIVE FATHER REGISTRATION FORM (SF 46750)	MICROFILM according to 60 IAC 2, two (2)
		This form is filed with the Putative Father Registry by men	years after filing of the record in the
		who believe they may have fathered a child who is being	Office of the Registrar of Vital
		placed for an adoption; it allows them to receive notice of	Statistics. TRANSFER original (archival)
		a pending adoption.	negative roll and hard copies to the
			INDIANA ARCHIVES after verification of the
			microfilm for completeness and legibility.
			TRANSFER duplicate negative roll to the
			agency. DESTROY agency duplicate negative
			100 years after the end of the registration
			year and after receipt of STATE BOARD OF
			ACCOUNTS Audit Report and satisfaction of
			unsettled charges.
7	2011-22	INDIANA PUTATIVE FATHER REGISTRATION DATABASE INDEX	MICROFILM according to 60 IAC 2, two (2)
		This is a data processing printout. The Indiana Putative	years after the close of the calendar year.
		Father Index contains the full names. Disclosure of these	TRANSFER original (archival) negative roll
		records may be subject to IC 16-37-1-10. THIS IS A	and hard copies to the INDIANA ARCHIVES
		PERMANENT RECORD.	after verification of the microfilm for
			completeness and legibility. TRANSFER
			duplicate negative roll to the agency.
			DESTROY duplicate negative roll on
			termination of the STATE DEPARTMENT OF
			HEALTH and its successor agencies.
8	81-238	CERTIFICATE OF LIVE BIRTH, SF 24175	MICROFILM according to 60 IAC 2, two (2)
		This record may contain information that the child was born	years after the close of the calendar year.
		out of wedlock. Disclosure of these records may be subject	TRANSFER original (archival) negative roll
		to IC 16-37-1-10. This is a permanent and critical record.	and hard copies to the INDIANA ARCHIVES
			after verification of the microfilm for
			completeness and legibility. TRANSFER
			duplicate negative roll to the agency.
			DESTROY duplicate negative roll on
			termination of the STATE DEPARTMENT OF
			HEALTH and its successor agencies.
9	81-239	BIRTH INDEX	MICROFILM according to 60 IAC 2, two (2)
		The Birth Index contains the full name, sex, date of birth,	years after the close of the calendar year.
		county of birth, and the Birth Certificate number and the	TRANSFER original (archival) negative roll
		volume the Birth Certificate is recorded in. Disclosure of	and hard copies to the INDIANA ARCHIVES
		these records may be subject to IC 16-37-1-10. This is a	after verification of the microfilm for
		permanent and critical record.	completeness and legibility. TRANSFER
			duplicate negative roll to the agency.
			DESTROY duplicate negative roll on
			termination of the STATE DEPARTMENT OF
			HEALTH and its successor agencies.
10	81-240	RECORD OF ADOPTION FORM, SF 5438	MICROFILM according to 60 IAC 2 one (1)
-		Disclosure of these records may be subject to IC	year after filing of the record in the
		31-19-19-3. Limited accessibility is permitted for listed	Office of the Registrar of Vital
		persons pursuant to the provisions of the Indiana Adoption	Statistics. TRANSFER original (archival)
		History Program, IC 31-19-12-1. This is a permanent and	negative roll and hard copies to the
		critical record.	INDIANA ARCHIVES after verification of the
		official feedia.	microfilm for completeness and legibility.
			TRANSFER duplicate negative roll to the
		i de la companya de	industr dupiteate negative roll to the
			DECEDOV duplicate manatica acti
			agency. DESTROY duplicate negative roll on
			agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.

11	101 2/2	APPENDANTE DEGLIEGETNO AMENDMENT CP 11616	MICROPETIM aggarding to 60 TAC 2 and (1)
	81-243	AFFIDAVIT REQUESTING AMENDMENT, SF 11616	MICROFILM according to 60 IAC 2 one (1)
		This record series may also include a Correction Affidavit,	year after the Affidavits are filed in the
		Paternity Affidavit Upon Marriage and a Report of Legal	Office of the Registrar of Vital
		Change of Name. Disclosure of these records may be subject	Statistics. TRANSFER original (archival)
		to IC 16-37-1-10. This is a permanent and critical record.	negative roll and hard copies to the
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			agency. DESTROY duplicate negative roll on
			termination of the STATE DEPARTMENT OF
			HEALTH and its successor agencies.
12	82-526	TERMINATED PREGNANCY REPORT, SF 36526	DESTROY two (2) years after the close of
		This form is completed by a physician performing an	the calendar year.
		abortion and then transmitted to the State Department of	
		Health (ISDH) for statistical purposes. Disclosure of these	
		records may be subject to IC 16-37-1-10, 2004 Edition.	
		Retention consistent with 42 USC 242k(k), (01/04/2006	
		Edition).	
		For this program, the State Department of Health works	
		under the guidelines of the National Center for Health	
		Statistics. The Center sets the date when the hard copies	
		can be released for transfer.	
13	87-349	VITAL RECORDS REQUEST DATA	BACK-UP data to Computer Output Microfilm
		Pursuant to IC 16-37-1-7, a permanent record of each	(COM) annually. TRANSFER COM to the INDIANA
		request for a certified copy of a birth certificate must be	ARCHIVES, for permanent archival retention.
		maintained, containing the date of request, and the name	
		and address of the requestor. The State Department of	
		Health also maintains this information for death	
		certificate requests. The data is maintained in a separate	
		electronic system from the certificates themselves, and is	
		backed-up daily. Disclosure of these records may be subject	
		to IC 16-37-1-10.	
14	89-203	COURT ORDERED DETERMINATION OF PATERNITY, (SF 35432)	MICROFILM according to 60 IAC 2 one (1)
		When the circuit court transmits a determination order to	
		when the circuit court transmits a determination order to	year after the amendment of the birth
		the State Department of Health, a birth certificate may be	year after the amendment of the birth certificate is filed in the Office of the
			⁻
		the State Department of Health, a birth certificate may be	certificate is filed in the Office of the
		the State Department of Health, a birth certificate may be amended based on this order. This is a permanent and	certificate is filed in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after
		the State Department of Health, a birth certificate may be amended based on this order. This is a permanent and	certificate is filed in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard
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15	89-204	the State Department of Health, a birth certificate may be amended based on this order. This is a permanent and critical record. RECORD OF MARRIAGE, (SF 27553) According to IC 31-11-4-18, the State Department of Health shall prescribe a form for recording marriages. The Marriage Index-Master Annual Printout, R.S. # 81-237, is prepared from this form. Marriage records are received at	certificate is filed in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies. MICROFILM according to 60 IAC 2 two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency.
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16 89-206	APPL FOR PERMIT TO DISINTER, REMOVE AND RE-INTER HUMAN	IMAGE/DATA-ENTER records on receipt;
16 89-206	REMAINS (SF#s 38967) & PERMIT TO DISINTER, REMOVE AND RE-INTER HUMAN	DESTROY hard copy records after
	These requests may be from an individual, or if no living	verification of electronic data for
	next of kin, permission must be obtained from a court of competent jurisdiction (IC 23-14-57-1, 2007 Indiana General	completeness and legibility.
	Assembly.	COPY electronic data onto an electronic
	1.55 (1.65 2.7)	storage medium quarterly. STORE a security
		copy of the back-up medium in a secure,
		off-site vault. RE-COPY or convert the
		security backup as necessary. DELETE
		electronic data on the termination of the
		STATE DEPARTMENT OF HEALTH and its
		successor agencies.
17 89-208	PATERNITY AFFIDAVIT, LOCAL HEALTH DEPARTMENT, SF 48467, AND	MICROFILM according to 60 IAC 2 one (1)
	PATERNITY AFFIDAVIT, HOSPITAL USE, SF 44780	year after the filing of the Paternity
	IC 16-37-2-2.1 sets forth the conditions in which a man is presumed to be the biological father of a child. The	Affidavit in the Office of the Registrar of Vital Statistics. TRANSFER original
	completion of this Paternity Affidavit permits filing of an	(archival) negative roll and hard copies to
	original Indiana Certificate of Live Birth for a child born	the INDIANA ARCHIVES after verification of
	out of wedlock that includes the name of the father. No	the microfilm for completeness and
	statute requires the completion of this Paternity	legibility. TRANSFER duplicate negative
	Affidavit; it is the option of the mother of a child born	roll to the agency. DESTROY duplicate
	out of wedlock to execute the affidavit. This record is	negative roll on termination of the STATE
	used in conjunction with the Certificate of Live Birth,	DEPARTMENT OF HEALTH and its successor
	R.S. #81-238, but is maintained as a separate record.	agencies.
	Disclosure of these records may be subject to IC	
18 90-90	16-37-1-10. This is a permanent and critical record. IN ADOPTION HISTORY REGISTRATION	IMAGE released records weekly; DESTROY hard
18 90-90	Pursuant to IC 31-19-2-5, 2004 Edition, adoption history	copy records after verification of images
	means: (1) identifying information; (2) the medical	for completeness and legibility.
	history; and (3) non-identifying information. The Indiana	
	Adoption History Registration could contain a brochure	COPY computer data onto an electronic
	briefly explaining the program, the pink Non-Identifying	storage medium quarterly. STORE a security
	Information Consent, State Form Number 47897, the Blue	copy of the back-up medium in a secure,
	Form, Identifying Information Consent, State Form Number	off-site vault. RE-COPY or CONVERT the
	47896, and/or State Form Number 46392, ISDH Adoption	security back-up every three (3) years.
	History Registration Program Birth Parent Nonrelease form. Information may be voluntarily transmitted to the State	DELETE electronic data on the termination of the STATE DEPARTMENT OF HEALTH and its
	Registrar who administers the adoption history program.	successor agencies.
	Effective July 1, 1993, an adult adoptee age 21 and over	successor ageneres.
	may be able to access this information for adoptions	
	finalized prior to January 1, 1994. A search fee is	
	required. Information is also contained in an electronic	
	(computer) database. Disclosure of these records may be	
	subject to IC 31-19-19-3, 2004 Edition and 2006 Supplement.	
	Adoption records may also be disclosed only in accordance	
	with IC 31-9-2 or IC 31-19, Pursuant to IC 31-19-21-4, 2004	
	Edition, a person who has transmitted identifying or	
	nonidentifying information may restrict their consent to the release of the information only after the consenting	
	person's death.	
19 90-91	INDIANA ADOPTION MEDICAL HISTORY REGISTRY	MICROFILM according to 60 IAC 2, one (1)
	This registry is the central depository for the storage and	
	release of medical information filed on the Comprehensive	Office of the Registrar of Vital
	Medical Report (State Form 9966) and the Voluntary Medical	Statistics. TRANSFER original (archival)
	Report (State Form 13342, Indiana Adoption Medical History	negative roll and hard copies to the
	Registry). Individuals who were adopted in Indiana after	INDIANA ARCHIVES after verification of the
	January 01, 1986, have one (1) or more reports in the	microfilm for completeness and legibility.
	registry. Disclosure of these records may be subject to IC	TRANSFER duplicate negative roll to the
	31-19-19-3, and IC 31-19-19-4.	agency. DESTROY duplicate negative roll on
		termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
		nember and its successor agencies.

20	95-54	DELAYED REGISTRATION OF BIRTH,SF 5677	MICROFILM according to 60 IAC 2 three (3)
		Pursuant to IC 16-37-2-5, a Certificate of Birth presented	years after filing of the record in the
		for filing more than four (4) years after the birth	Office of the Registrar of Vital Statistics
		occurred is a delayed Certificate of Birth and the record	according to 60 IAC 2. TRANSFER original
		shall be filed only with the State Department of Health.	(archival) negative roll and hard copies to
		Disclosure of these records may be subject to IC	the INDIANA ARCHIVES after verification of
		16-37-1-10. This is a permanent and critical record.	the microfilm for completeness and
			legibility. TRANSFER duplicate negative
			roll to the agency. DESTROY duplicate
			negative roll on termination of the STATE
			DEPARTMENT OF HEALTH and its successor
			agencies.
21	95-55	AGREEMENT FOR RELEASE OF VITAL STATISTICS DATA TAPES	TRANSFER to the RECORDS CENTER after the
		CONTAINING CONFIDENTIAL INFO, SF 44384 and MEMORANDUM OF	end of the fiscal year, and after receipt
		In accordance with IC 16-37-1-10, 2004 Edition, the State	of STATE BOARD OF ACCOUNTS Audit Report and
		Department of Health may permit the use of data contained	satisfaction of unsettled charges. DESTROY
		in vital statistical records for research purposes only,	ten (10) years after the end of the fiscal
		but no identifying use may be made of the data. This	year.
		agreement sets forth the conditions for use of the data,	,
		the user agrees to pay the actual costs of copying this	
		information and the user must also provide a written plan	
		of disposition of the data tapes. Retention based on IC	
	05.56	34-13-1-1, 2004 Edition.	
22	95-56	PUTATIVE FATHER REGISTRY DATABASE	DATA ENTER information from transmittal.
		Pursuant to IC 31-9-2-100, 2004 Edition, a putative father	DESTROY hard copy on verification of
		means a man who may be a child's father but who: (1) is not	computer data for accuracy. COPY computer
		married to the child's mother on or before the date that	data onto an electronic storage medium
		the child is born; or (2) has not established paternity of	quarterly. STORE a security copy of the
		the child in a court proceeding before the filing of an	back-up medium in a secure, off-site vault.
		adoption petition for the child. The term includes a male	RE-COPY or CONVERT the security back-up
		who is less than 18 years of age. The registry's purpose is	every three (3) years. DELETE computer data
		to determine the identity and location of an undisclosed	on the termination of the STATE DEPARTMENT
		putative father who may have conceived a child for who an	OF HEALTH and its successor agencies.
		adoption petition has been or may be filed in order to	
		provide notice of the adoption to the putative father (IC	
		31-19-5-3, 2004 Edition).	
		The registry database consists of information entered from	
		the Putative Father Registry Transmittal, State Form 46784.	
		Registry fees collected by the Clerk of the Court are to be	
		sent to the State Department of Health attached to the	
		completed transmittal. Disclosure of these records may be	
		subject to IC 31-19-5-23, 2004 Edition.	
23	95-57	RESIDENT OUT OF STATE RECORDS	DESTROY three (3) years after the end of
		These paper records consist of births and deaths of Indiana	the calendar year.
		residents occurring in other states. The information is	
		transmitted to the Vital Records Section for statistical	
		use.	
		Disclosure of these records may be subject to IC	
		16-37-1-10.	
		For this program, the State Department of Health works	
		under the guidelines of the National Center for Health	
		Statistics. This federal entity sets the dates for when the	
		hard copies can be released for transfer.	